

MEMORANDUM

To: Private Sector Colleagues
From: Commissioner Voors
Re: State Ethics Rules Regarding Holiday Gifts
Date: December 11, 2008

The Holiday Season is upon us and we would like to remind our friends and colleagues in the private sector about the state ethics rules regarding gifts that apply to those who serve the executive branch of state government and to those who have a business relationship with a state agency.

While it may be common in the private sector to give gifts to business colleagues during the Holidays, please remember that state employees and special state appointees have a duty to abide by the 'Gift Rule' in the Indiana Code of Ethics. The Gift Rule generally prohibits state employees and special state appointees from soliciting, accepting, or receiving any: (1) gift; (2) favor; (3) service; (4) entertainment; (5) food; (6) drink; (7) travel expenses; or (8) registration fees from a person who has a business relationship with the employee's or special state appointee's agency or is seeking to influence an action by the employee or special state appointee in his or her official capacity. The general prohibition under the Gift Rule also applies to the spouses and unemancipated children of state employees and special state appointees.

The Indiana Code of Ethics also includes what is known as the 'Donor Restriction Rule.' This rule prohibits a person who has a business relationship with a state employee's or special state appointee's agency from providing any gift, favor, service, entertainment, food, drink, travel expenses or registration fees to the employee or appointee, if the employee or appointee would not be permitted to accept the item under the Gift Rule.

We value our business relationship with your company and appreciate your support in ensuring that the highest ethical standards are honored during the Holiday Season and throughout the year. If you have any questions about the state ethics rules, please contact our agency Ethics Officer Megan Renner at 317/233-6781. You may also view an executive summary of the Indiana Code of Ethics at the following Web site:
<http://www.in.gov/ig/codecomplete.html>

Thank you for the excellent work you perform for the people of the State of Indiana. We wish you a joyous Holiday Season and a prosperous New Year!